Project Managers' Advisory Group

MINUTES
January 14, 2008

Attending:

Bob Giannuzzi	EPMO
Alisa Cutler	EPMO
Linda Lowe	EPMO
Jim Tulenko	EPMO
Charles Richards	EPMO
John McShane	EPMO
Kathy Bromead	EPMO
Barbara Swartz	EPMO
Caroline Jackson	DHHS DPH
Joe Cimbala	DHHS DMH/DD/SAS
Lynne Beck	DHHS DMH/DD/SAS
Deanna Perry	DHHS
Lucy Cornelius	DPI
Sarah Joiner	ESC
John Gary	NCCCS
George Fenton	DOJ
Patsy Thames	ITS

Bob Giannuzzi welcomed everyone to the meeting. **Linda Lowe** announced the great news that 6 members from the last 2 cycles of prep classes received their PMP certifications. They are:

Patrick Bohmer – DOT
Natsu Carr – UNC Greensboro
Sara Cavanaugh - UNC Greensboro
Bonnie Knowles – DHHS
Dwight Morgan – UNC
Dell Pinkston - DOA

Bob apologized for the technical problems in getting everyone the draft of the November minutes prior to the meeting. He handed out copies for review. Minutes were approved.

NCPMI news was covered next. **John McShane** reminded the group that the next Public Sector LIG to be held on February 7 will feature a presentation by Edwin Cook on *Quality Assurance on Large Government Projects.* **John** also announced that NCPMI was holding a volunteer appreciation event on 1/19.

Bob Giannuzzi called for updates from the Task Groups.
- *PM Tools* **Jim Tulenko** reported that the overview of scheduling and portfolio management tool assessments to date to be presented to the SCIO is still in preparation. A proof of concept project will likely be proposed. **Caroline Jackson** pointed out that usability needs to be considered.
- *Methodology* **Alisa Cutler** reported that a trial run was completed and another is in progress on its Gate 1 checklist. **Sarah Joiner** volunteered to try it on an ESC project. The Gate 2 checklist is still in progress. Future activity will include a Status

Report checklist and a glossary of terms. **Alicia** again solicited more PMAG members to join this task group.

Bob passed out the following information on upcoming teleconferences of interest to the PM Advisory Group.

Organization/website	Contacts	Upcoming Calls
NASCIO http://www.nascio.org/committees/projectmanagement/	Stephanie Jamison 859/514-9148 sjamison@AMRms.com Access 888/272-7337 conference ID 6916986	February 5 (3:00) **Six Sigma and Project Management: Incorporating Six Sigma Into Your Projects**
PMO Executive Council http://www.pmo.executiveboard.com/	Register at website	January 16 (12:00) **Insulating Project Resources from Demand Volatility** February 20 (12:00) **Benefits Realization and Portfolio Value Tracking**
CIO Executive Council http://www.cio.executiveboard.com/	Register at website	January 15 (10:00) **Developing Next Generation IT Workforce** January 23 (12:00) **Lightweight Portfolio Stewardship**
Application Executive Council http://www.aec.executiveboard.com/	Register at website	January 16 (6:00 PM) **Upgrading Business-Facing Skills** January 30 (11:00) **The Applications Lifecycle Maturity Diagnostic**
Infrastructure Executive Council http://www.iec.executiveboard.com/	Register at website	January 23 (10:00) **Key Trends in Enterprise Architecture** February 13 (11:00) **Minimizing Support Costs: Capital One's Maintenance Investment Modeling**
Information Risk Executive Council http://www.irec.executiveboard.com/	Register at website	December 20 (11:00) **Key Developments in Information Risk** February 5 (11:00) **Drivers of Secure Behavior - Survey Results**
Enterprise Architecture Executive Council http://www.eaec.executiveboard.com/	Register at website	January 24 (12:00) **Fostering a Culture of Innovation** February 12 (12:00)

		Targeting Critical Business Capabilities

Since the November minutes were not already sent to everyone on PMAG distribution, **Bob** was to send out **Jesus Lopez's** EPMO website survey under separate coverage. **Kathy Bromead** will ask that any template changes posted on the site be highlighted as new.

Training was the next topic of discussion.
- **John McShane** reported that the January 29session on Requirements is full at 25 seats. Agencies will again be charged $880/student. He pointed out that students can earn 24 credits toward PMP certification exam prerequisites.
- BA training (boot camp) sessions are slated for the weeks of 5/12 and 6/10. Each session has 24 seats with a fee of $880 each.

John McShane indicated that he got no response to his poll of the PMAG on Estimating tools. **Lucy Cornelius** suggested that he send out a brief survey (ala Jesus Lopez's on the EPMO website) with a three week deadline for response. **Linda Lowe** offered that Keane and Anderson had models for estimating software, hardware, and people resources.

Jim Tulenko reported on PPM tool activity. The next New User training will be held on January 28. There were 10 seats still available. He'll report on the process for handling programs in the tool at the February meeting. **Charles Richards** presented a proposed process for handling closeout reporting using the tool's Additional Information tab that's currently not in use. **Alisa** pointed out that we'll need to clarify definition of baseline. The concept was well received. It will need approval of the PPM Change Review Board.

Bob reported that there were no project closeouts this month, so he solicited lessons learned input from the attendees.
- **Lucy Cornelius** suggested that notifications regarding revisions to ETS deliverables templates be "pushed" (i.e. emailed) to PMs versus the PMs having to access the ETS website each time to download the templates. Alisa responded that the PM should go to ETA with any questions (Note: Refer to November PMAG minutes for Stan Jenkins' recommendations.).
- **George Fenton** used the PPM tool budget to justify a 9 month supplemental staffing requirement.
- **Sarah Joyner** advised that she had to edit out emotions from some business input to lessons learned.

Meeting adjourned at 4:40.

<p align="center">NEXT MEETING - Monday, February 18, 2008</p>